LSU Health Sciences Center

Enter No Pay - Scenario 2

Step	Action
1.	**Scenario 2** In this exercise, Tinker Bell is scheduled to work from 7:00 PM Monday night until 7:30 AM Tuesday morning. **Row 1** She did not clock in at her scheduled time of 7:00 PM due to a personal emergency.
2.	**Row 2** Tinker Bell clocked in at 12:30 AM Tuesday morning. Because she did not clock in until after Midnight, the timesheet shows that Tinker Bell worked no hours on Monday, 03/22/10, but worked 6.5 hours on Tuesday, 03/22/10. **Situation** You will need to link rows 1 and 2, because the 6.5 hours shown on row 2 are scheduled hours for Monday. You will enter "**No Pay**" time on row 1 for the scheduled, non-worked hours in order to create that link. *Note: A corresponding row must be added to designate whether the time will be paid or unpaid.*
3.	Enter the desired information into the field on Row1. Enter a valid value e.g. "**1900**".
4.	In the CallBack/NoPay column on Row1 click the drop-down arrow to the right of the **CallBack/NoPay** field to choose **No Pay**. ▼
5.	Click the **NOPAY** list item. NOPAY
6.	Click the **Xfer** option **on Row 2**. ☐
7.	Click the **Save** button. 🖫 Save
8.	The system **displays** a **phantom punch** for the **blank "Out"** field on Row 1.

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9.	The **Hours** column **displays** 5.00 **No Pay** hours. Notice that the **hours** were **not added** to the **Cumulative** day total and the system has **taken** a **meal deduction** on both **rows 1 and 2** since **total work hours** on **each row** is **greater than or equal to 5** hours. **Note:** D**aily totals** can be viewed in the **Payable Details** section at the **bottom** of the **page after Time Administration runs**.
10.	In this example, you will **need** to **designate** to **Skip a Meal Deduction** for **row 1** to correct for the system taking meal deductions on both rows. In this exercise, you will **designate** the **Skip a Meal Deduction** on **row 1**.
11.	Click the button to the right of the **Skip/Take Meal** field on **Row 1**. ▾
12.	Click the **1ST** list item to skip the first meal deduction. 1ST
13.	Click the **Save** button. 💾 Save
14.	The total hours in the **Hours** column now displays **5.50 hours.**
15.	Designate **"No Pay"** time. **Add row to Row1**, by clicking the ➕
16.	Choose "TRC" column to corresponding date. Enter the desired information into the **TRC** field. Enter a valid value e.g. "**LAN**".
17.	Enter the desired information into the **Hours** field. Enter a valid value e.g. "**5.5**".
18.	Click the **Save** button. 💾 Save
19.	This completes *Enter No Pay - Scenario 2*. **End of Procedure.**